NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

January 10, 1997

"Welcome" Reception For Mary Ellen Munley and Sheila Mutchler

ALL FIELD MUSEUM STAFF AND VOLUNTEERS INVITED

Thursday, January 16 at 4:00 p.m.
In the Rice Wildlife Research Station

All Field Museum staff and volunteers are cordially invited to attend a reception for **Mary Ellen Munley**, the new Director of Education and Outreach Programs, and **Sheila Mutchler**, the new Director of Exhibits. Please come and join us in welcoming Mary Ellen and Sheila to the Museum.

COMING SOON ... THE MAKING OF THE MOVIE "THE RELIC" ON HBO

Wednesday, January 8 at 8:45 p.m.
Saturday, January 11 at 5:30 p.m.
Wednesday, January 15 at 8:15 a.m.
Friday, January 17 at 1:45 p.m.
Tuesday, January 21 at 4:15 p.m.
Wednesday, January 22 at 10:50 p.m.

NOON BALLOON

The Noon Balloon series for 1997 started with a resounding presentation Tuesday, January 7 by **Olivier Rieppel**, Curator, Fossil Amphibians and Reptiles, Department of Geology. Olivier summarized recent progress in elucidating the phylogenetic and zoogeographic relations among elements of the Sauropterygia. He emphasized the marine radiations of these Triassic reptiles.

REMEMBER -- NEW EXPENSE CODES EFFECTIVE JANUARY 1, 1997
See insert in this issue -- and please use!

Thanks!

Face it! *Masks at the Field,* a public program which ran from December 26 to December 31, 1996 was a great success. Many visitors came to see Spiderman and Platypus Theater kick-off the festival on the 26th, followed by performances from Gingarte Capoeira Club (Brazilian dances), Allied Chinese Lion Dancers, Ballet Folkorico Mexico de los Hermanos Avila and Redmoon theater the following days. We also had many mask making activities, galleries displays and other activities run by staff and volunteers. We'd like to thank all that helped here at the museum: The Audiovisual Department, Housekeeping and Engineering, Design, Visitor Programs, Security and everyone else. Thanks all for your hard work.

The Mask Festival Committee
Alaka Wali, CUCC
Becky Lopez, PR
Julie Pitzgen, Membership
Jennifer Noe, Personnel
Phil Hanson, Education
Joyce Matuszewich, Education
Mary Ann Bloom, Education
Rosaura Boone, Education
Adam Kashuba, Education

We extend our deepest sympathies to **Gene Dillenburg** (Geology) on the death of his mother last week.

Julie Pitzen (currently in the Membership Department, x453) recently exhibited some of her sculpture at WomanMade gallery here in Chicago. This Spring, she will be curating a show at the same gallery. The theme of the show will be archaeology and will be titled "Ancient Fragments in A New Light."

CENTER FOR CULTURAL UNDERSTANDING AND CHANGE

CANCELED -- PLEASE DISREGARD YOUR INVITATIONS to a talk entitled "The Production of Art and Crafts in the Classical Maya Economy" by **Joel Palka**. The talk was scheduled for Wednesday, January 15 in the Zoology Classroom.

BRONSON AND TERRELL IN SCIENCE

Ben Bronson and **John Terrell** (Anthropology) were quoted in the December 20 issue of *Science* regarding new evidence of early sea trading in the islands of the western and central Pacific. The article reported on research presented by archaeologists Stephen Chia (Universiti Sains Malaysia) and Robert Tykot (University of South Florida) of their chemical analysis of volcanic glass flecks that suggest long-distance sea trading on the Pacific may have begun 2,500 years earlier than previously thought. The glass flecks, unearthed at a site on Borneo, and carbon-dated to 4000 B.C., are believed to be composed of compounds originating from a source 3,500 kilometers east near New Guinea. Ben Bronson acknowledged that such a finding could change archaeologists' current understanding of the migrations that peopled the islands of the western and central Pacific. He also noted that the results are a surprise because the new evidence not only would push back the date for the origins of southwestern Pacific sea trading, but it also offers apparent proof of a widespread, routine trading system in a westward direction. John Terrell added that previously migration was thought to have occurred by inhabitation of one island to then extending eastward. The new evidence suggests that there was open travel through-out the island system, both eastward and westward.

Health Fair Day!

Tuesday, January 14, 1997
Dining Room E
9:00am - 4:00pm

Come one ... come all ... have fun with health!

Be sure to stop by Dining Room E on Tuesday, January 14, 1997 to have fun with health!

FREE screenings:	**FREE information:**	**Personal consultations:**
Blood pressure Body fat content Blood sugar (recommended fast of 12 hours)	Stress management Nutrition Healthy back/spine HIV/AIDS Alzheimer's disease Alternative medicine CPR/First Aid Smoking cessation	Employee Assistance Plan HMO Illinois Blue Cross Blue Shield/PPO First Commonwealth Dental TIAA-CREF - Long-Term Care Insurance Chicago Police Department American Red Cross

Come anytime between 9:00am - 4:00pm

LOTS of giveaways! Door Prize Drawing!

OPEN ENROLLMENT REMINDER

Open Enrollment forms are due back to the Human Resources Department by Wednesday, January 15, 1997. Return yours today!

THE MUSEUM WAS THE STAR OF THE SHOW

BUT ... WHAT WAS FACT AND WHAT WAS FICTION?

After the *Relic* preview, were you pleasantly surprised to find the Museum still standing? Did you laugh at the super-sophisticated (non-existent) centralized computer-control system? Did you wonder where do the tunnels come out? Did you gag at the sight of flooding by sprinklers ruining much of the collection as surely as fire would? Do you think the public -- and friends -- will ask you these questions?

Join us for a brown bag lunch with **John Mazza** (Facilities and Operations) to talk about how the building really works -- all staff and volunteers are invited.

Noon on Friday, January 17, 1997
In the Facilities Office (ground floor hallway by the fish cases)

DIABETES

Diabetes causes too much sugar in the blood. It can lead to blindness, amputations, kidney failure and heart attacks - and affects people of all backgrounds.

WARNING SIGNS	COULD YOU GET DIABETES?
Extreme thirst Blurry vision from time to time Frequent urination Unusual tiredness or drowsiness Unexplained weight loss	Are you over age 45? Are you overweight? Are you sedentary? Do you have a family history of diabetes? Are you a woman who had a baby that weighed more than 9 pounds at birth?

The University of Chicago Hospitals and Northwestern University Medical School are sponsors in the Diabetes Prevention Program, a national research study looking at ways to prevent diabetes. Right now there is no cure for diabetes, but doctors believe that people may be able to avoid getting diabetes by eating healthy food, exercising more, or taking pills. The program is looking for volunteers to help find out if this is true.

BLOOD SUGAR SCREENINGS DURING HEALTH FAIR DAY

As part of the Diabetes Prevention Program, representatives from the University of Chicago Hospitals and Northwestern University Medical School will be at The Field Museum on Tuesday, January 14, 1997, participating in the Health Fair Day. Certified technicians will be performing on-site finger-stick screenings for high blood sugar. The tests will involve taking a small drop of blood from your finger or arm. The test results are immediate and are given to you right away. Depending on the results of your finger-stick test, you may be invited to participate in the voluntary program.

Sponsors will be available from 9:00am until 4:00pm to conduct the blood sugar tests. For the most accurate test results, the Diabetes Prevention Program sponsors recommend a fast of 12 hours before the actual test is performed, i.e. no food or beverages, except water. Tests performed after eating or drinking can and will be performed but the results are not as accurate.

So, if you would like to have your blood sugar tested as part of the Health Fair Day, consider not eating or drinking 12 hours prior to having the test performed.

Please call Jennifer Noe in Benefits at X526 if you have any questions. Hope to see you there!

The Field Museum
GUIDELINES FOR USE OF EXPENSE CLASSIFICATIONS
September 17, 1996

THESE EXPENSE CODES WILL BE IN USE AS OF 1/1/97.

PLEASE NOTE: *AS OF 1/1/97, FINANCIAL DOCUMENTS USING OBSOLETE EXPENSE CODES WILL BE RETURNED TO THE ORIGINATOR FOR PROPER ENCODING.* ***TO AVOID THE DELAYS*** *THIS WILL CAUSE, PLEASE BE SURE TO USE THE NEW CODES.*

Code #	Description	Definition
Compensation and Fringe Benefits		
501	Salaries & Wages	Salaries & wages of employees paid through the payroll system (blue sheets)
502	Overtime S & W	Overtime charges for employees paid through the payroll system (blue sheets)
505	Fringe Benefits	Employee benefit expenses (for eligible employees paid through the payroll system)
902	Transfers (To Comp)	This account should be used to budget the amount that your department will need to cover chargeback expenses.
Office and Departmental Supplies		
503	Temporary Employees	For temporary help from agencies who are filling in for regular staff, i.e. office temps (paid by check req or purchase order)
504	Comp. to Individuals	For independent individual contractors, such as consultants and other individuals (paid by check req or purchase order)
511	Grant Overhead	For grants only; charges for overhead expenses
513	Stipends	Payments to short-term student interns, grant staff
520	Advertising	Advertising expenses
521	Licensing Fees	Fees paid for use of material protected by copyright or patent, licensing agreements
522	Dues and Fees	Membership dues or other fees to outside organizations
523	Pubs/Subs	Books, journal subscriptions
524	Postage	Costs of mail
525	Freight, Express, Ups	Costs of shipping or deliveries, for example, charges from vendors such as Federal Express, Chicago Messenger, UPS
527	Travel & Meetings	Costs for travel and meetings, such as hotels, registration fees, per diem expenses
528	Entertainment/ Refreshments	Cost of hosting reception, business-related luncheons, refreshments at meetings
529	Printing	Printing expenses, in-house and outside

530	Office Supplies	Costs for supplies that are used in a typical office, such as hanging files, file cabinets, notebooks, pens, computer disks, ink cartridges for printers
531	Building maint/ janitorial supplies	Costs for supplies needed to clean, maintain, and run the building; includes housekeeping supplies, most engineering and maintenance supplies, etc.
532	Science/collections Supplies	Costs for supplies needed for scientific research and collections preparation, care, and storage
533	Other Departmental Supplies	Costs for supplies needed by departments that are not covered by the above three codes
534	Cost of Exhibits	For exhibit production costs (that are not covered by another code, such as contractor services)
535	Specimen Purchases	Purchase of specimens for scientific or exhibit use

Utilities and Telephone

536	Electric	Costs of electricity
537	Gas	Costs of gas
538	Telephone	Telephone costs (including usage charges for modems and faxes)
901	Transfers (To G&O)	Reimbursements for utilities expenses (primarily used by Special Events)

Contracts with Outside/Professional Services

541	Legal Fees	Fees for lawyers working through a firm
542	Other Prof. Fees	Fees for companies providing professional services, such as architects, auditors, management consultants
543	Housekeeping/Building Services	Fees for companies providing housekeeping and building management services
544	Other Outside Services	Fees for companies providing trade services, such as plumbers, electricians, photo labs, movers
546	Equipment Maintenance Contracts	Costs of equipment maintenance contracts
547	Consultant fees - Design	Fees for design consultants
548	Consultant fees - Construction	Fees for construction consultants
549	Construction - Contractor Services	Fees for construction contractors

Major Equipment and Building Improvements

561	Building Repairs	Significant repairs to the building that restores it to its previously existing condition
562	Building Improvements/ Additions	Significant renovation or addition to the building

563	Equipment Purchase	Tangible property with an expected useful life of at least a year, and for significant enhancement of that equipment which will extend its expected useful life
564	Equipment Rental	Costs for renting major equipment
565	Equipment Repairs	Costs for repair to equipment to keep it in its existing state
569	Depreciation Expenses	Depreciation expense for fixed assets

Retail Activities

571	Cost of Sales	Expenses of goods for resale or for services that directly generate revenue
572	Member Discounts	Costs for discounts given to members
573	Store Markdowns	Costs for markdowns taken in the store
574	Store Return Items	Costs for items returned to the store
575	Employee Discounts	Costs for discounts given to employees (used by primarily by museum stores)

Financial Activities

581	Interest Expense	Interest expenses
582	Bad Debt Expense	Expense for unreceived pledges
583	Bank charges	Charges for banking services
584	Bond Issue Costs	Costs related to bond issuances
585	Insurance	Institutional insurance coverage, and occasional incidental insurance

Discretionary

599	Discretionary	***For budgeting only:*** This account code can be used to budget amounts that are in reserve for discretionary purposes. However, this is not an expense code. In order to use the funds budgeted here, you must use a budget transfer form to move the money to an expense line.

SECURITY SERVICES WELCOMES NEW ASSISTANT MANAGER

Ray Van Hook has joined the Security Department as Assistant Manager of Security Services. Ray, who has fifteen years in the security and safety field, comes to us from St. Francis Hospital in Blue Island, where he was Public Safety Supervisor, responsible for the Hospital's security and safety program. Please join us in welcoming him to the Public Services team and the Museum family.

EXHIBITS DEPARTMENT

Gene Dillenburg has left the Exhibits Department to become the Administrative Assistant in Geology. During his seven years on the fourth floor, Gene worked for many bosses under several departments as the maven of exhibit fix-up and special projects. Best known for projects such as Brachiosaurus, Tsavo Lions, Searle Lounge, and the relabeling of the Halls of Asian Mammals and Indians of Central America, Gene's most infamous moments were as Editor of the April Fool's Edition of the Natural News, and most famous accomplishment was coaching the Dead Animal Zoo to an ***almost*** break-even season. Though the Exhibits Department will miss him greatly, we wish Gene best of luck in his new life.

A REMINDER FROM THE ARCHIVES

As winter settles in and spring looms in the far future, the attention of Museum staff turns to cleaning out file cabinets, desks, and shelves. Please remember that not everything can be consigned to the recycling bin. The Archives is charged with ensuring the preservation and care of material pertaining to the Field Museum and its development, policies, holdings, activities, and achievements. This is only possible with the cooperation of staff. Please make sure that you know what you can or should not throw away.

Here are some categories of materials that are ***not*** collected or saved:

1. Convenience copies that are made of records you create or receive.
2. Publications that are not evidence of museum activities--magazines, catalogues, trade journals, federal or state policies or regulations, pamphlets, and so forth.
3. Published materials generated by outside associations, institutions or organizations.
4. Duplicate material (multiple xerox copies).
5. Old directory listings.

OFFICIAL RECORDS AND PROFESSIONAL PERSONAL PAPERS INTERSECTION

Individual staff members are likely to maintain in their offices documents relating to their private lives or professional activities. Staff members should strive to maintain personal materials separately from official documentation. In those instances in which information relating to Museum activities is included in private or personal materials, essential information should be copied from this personal material and included in the relevant official files.

Please remember that any record of accomplishment of any office or individual only exists if time is taken to appraise its apparent or not so apparent value. If you have any questions about the disposition of any material please contact **Armand Esai** (x213).

WELCOME! Staff Members who started at the Museum in December

Sonya Hill (Welcome back!)	Housekeeping	Housekeeper	371
Lance Kirsch	Exhibits	Exhibit Preparator	329
Francois Lutzoni	Botany	Assistant Curator	721
Kathleen Pryer	Botany	Assistant Curator	724

CONGRATULATIONS on your new position!

Lisa Bergwall	Academic Affairs	Administrative Assistant	559
Erica Blair	Zoology	Administrative Assistant	255
Gene Dillenburg	Geology	Administrative Assistant	293
Jeanette Watson	Visitor Services	Visitor Services Supervisor	367

GOODBYE AND GOOD LUCK... Staff Members who left in December

Sarah Bruce	Academic Affairs	Intern
Donnay Caroll	Visitor Services	Visitor Services Rep
William Fawcett	Library	Librarian
William Gresham	Visitor Services	Visitor Services Rep
Andrew Leman	Geology	Preparator/Collections Asst
Chris Mailander	Exhibits	Senior Production Specialist
Pamela Reynolds	Academic Affairs	Sponsored Programs Coordinator
Noel Selewa	Budget	Financial Analyst

Heaven On Earth: Orthodox Treasures of Siberia and North America closed this weekend to record crowds. ***Thanks*** to the many staff who helped to make this exhibit a spectacular success.

Fax cover sheets for the *Sacred Arts of Hatian Voudou* are now ready and are being distributed by **Carrie Hageman**. They are also available in the ground floor Supply Room.

☼☼☼ LATE-BREAKING NEWS FLASH --- The Museum will have the north lot through March 31. Hooray!

Editors note: *More Field Museum Fan Mail to appear next week!* Please turn in your material to Carolyn Klyce in the President's Office by Tuesday at noon on floppy disk in WordPerfect or via email to klyce@fmppr.fmnh.org.